

FORTUNET  
Bingo Star 3000 System V10.0.4 with Player Tracking  
Suggested Trial Procedures

Bingo System

1. The bingo system must be configured to print duplicate receipts during the thirty-day trial period.
2. Bingo department supervisors are to provide bingo employees with adequate supervision and prior training in the use of the Bingo Star 3000 system.
3. Bingo department employees should ensure that all patrons utilizing the Bingo Star 3000 system fully understand its operation. The posting of detailed instructions is recommended.
4. Please be advised that it will be necessary for a bingo supervisor to turn off sales for a session through a session control option in the Fortunet system at the start of the calling of the first game. This will prevent the voiding of card sales after the calling of the game for which the bingo card was sold (Minimum Internal Control Standard #7, Version 5).
5. On a daily basis bingo department personnel should manually record the beginning and ending inventory of cards, paper and player hand-held units.
6. For each day of the trial period accounting or auditing personnel shall for each session:
  - a. Reconcile the manual paper inventory to the system generated cash receipts and change in inventory to the Paper Usage section of the Detail Report for the session.  
Note: Paper Usage is generated by inventory counts manually entered into the system. Paper Sales are recorded by the point of sale terminal (POS) transactions. Variances between Paper Usage and Paper Sales should be investigated.
  - b. Reconcile the manual inventory of the electronic units to the beginning and ending units sold as recorded on the Electronic Unit Report section of the Detail Report for the session.
  - c. For two POS per session (randomly selected) foot the sales receipt totals from the duplicate sales receipts and trace to the Total Sales section of the Detail Report for that session.

- d. For the two POS selected in step 6c. review the duplicate sales receipts. Verify the beginning electronic unit number and the ending electronic unit number trace to the Electronic Unit report section of the Detail Report for the session. Also verify that the unit numbers are issued sequentially for the electronic unit sales.
- e. Review all voids for propriety and regulation compliance. Verify that the void was approved by a supervisor who is not the same agent assigned to the POS, i.e., the Cashier and Manager fields on the void receipt are not the same person.
- f. Trace the number of voids per session to the Detail Report for that session. Also trace each void to the Exception Report printed by POS.
- g. Review the Exception Report on a daily basis for propriety of transactions, changes in the system configuration and any other unusual occurrences. Verify that the sessions were closed at the time of the calling of the first game as indicated on the caller's log.
- h. Foot the payout slips by game and trace totals to the Prize Payouts section of the Detail for Session report.
- i. For a 10% sample of the winning electronic units per session, trace the unit number recorded on the caller's log to the corresponding duplicate sales receipt. Verify that the card face number was actually sold for the session and game played (card step 50, game step 1).

This step must be performed utilizing the restricted copy of the caller's log reprinted by personnel independent of the bingo operations. The caller's log that prints at the caller's station during the bingo session is not restricted and does not constitute an auditable document.

- j. Foot and cross-foot the Detail Report for the session.
- k. Trace totals from the Detail Report for the session to the Bingo Session Summary Report.
- l. Trace totals for each day in the trial period from the Bingo Session Summary Report to the Multi Day Report. Foot and cross-foot the Multi Day Report. Note: this step may be completed once at the end of the trial period.

### Player Tracking

1. Each day auditing personnel shall:
  - a. Trace the total redeemed value "\$" on the Player Point Breakdown Detail Report to the "Redemp" total on the Bingo Session Summary Report.
  - b. Trace the total ending balance of "pts" and value "\$" on the Player Point Breakdown Detail Report to the Player Point Liability Report.
2. Once during the trial period foot and cross foot the Player Point Breakdown Detail Report to verify mathematical accuracy.
3. During the trial period select a sample of 5 players and print the Player History Report from the bingo point of sale terminal for those players. Trace the ending "Pts" to the "Ending pts" on the Player Point Breakdown Detail Report.
4. During the trial period select a sample of 5 players and print the Player History Report from the bingo point of sale terminal for those players. Trace the ending "Pts" to the "Ending pts" on the Player Point Breakdown Detail Report.